

Washington County

Job Description



Title:	Library Clerk	Code:	
Division:	Administration	Effective Date:	07/08
Department:	County Library	Last Revised:	08/09

GENERAL PURPOSE

Performs a variety of **entry level, routine patron assistance duties** as needed to expedite the delivery of public library services. Functional assignments may occur within any division or branch of the library, including fiction/fine arts, children/young adult, non-fiction, circulation, periodicals or technical services processing, acquisitions or cataloging.

SUPERVISION RECEIVED

Works under the close supervision of a Librarian and the general supervision of a Branch Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Receives special assignments related to ongoing monitoring of an assigned collection or special function (i.e., interlibrary loan); performs general collection upkeep and maintenance; repairs damaged materials; discovers and replaces missing items; may in-process new materials (i.e., periodicals), assure proper labeling and completes computer documentation verifying collection status; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs.

Performs regular upkeep on library equipment and machines, i.e., photocopiers, microfilm readers, computers; assures proper supply of paper, replaces toner, removes paper jams, etc.; provides general instructions to patrons in equipment operations; sends and receives fax communications.

Performs complete circulation support duties; checks books and materials in and out; assures proper sensitizing or desensitizing of coded information; verifies proper bar-codes; checks for damaged materials; retrieves book-drop materials; operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fines, and communicates the same to patrons; follows established guidelines in allowing waiver of fines; issues library cards; operates computer to delete items from the collections.

Provides general reference assistance; responds to questions and directs patrons; may provide simple training to patrons in use of computer to locate collection materials via internet, searchbank, etc.; may monitor e-mail addresses to check for memos, directives and information; reviews clipboard messages and information.

Performs general and routine duties related to the sorting, shelving and reshelving of library collection materials, including books, magazines, newspapers, audio visual, etc.; performs shelf reading to monitor the accurate placement of materials; monitors collection for damage and needed repairs.

Performs various aspects of the technical services processing function; processes paperback and hardback books; processes audio visual materials, CD's, videos, pictures, posters, etc.; prepares book jacket coverings; assures proper labeling of collection items; assigns bar-codes; verifies bibliography records; mends materials as needed, makes recommendations to mend, bind or discard; processes library bindery orders, monitors status of orders, receives bindery deliveries and verifies shipments, matches delivery slips with invoices and performs quality checks; handles rush orders to meet 24 hr. turn-around objectives; laminates posters, signs, etc.

Performs routine materials filing, including cassettes, videos, CD's, etc.; may assist the public with photocopying; assists with the preparation and mailing of overdue and billing notices; sorts items for delivery to correct location in the system according to routing codes; shifts shelves as needed.

Provides general assistance to patrons by directing them to various locations in the library as needed to locate certain types of collection materials and books; monitors patron behavior to assure compliance with library regulations; performs as a telephone operator on a regular library shift; receives and routes telephone calls in assisting the calling public.

Operates cash register in taking payments for fines and lost materials and miscellaneous items; issues receipts and makes change.

Performs general cleaning; picks up litter and items left by patrons as needed to maintain basic tidiness of the library; assists with opening and closing building and assures general building security.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. No experience necessary;

2. Required Knowledge, Skills, and Abilities:

Some knowledge of general library reference, circulation, general classification methods, practices and procedures; Dewey Decimal System; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills, various specialty routines, methods, processes and procedures related to circulation, periodicals, and technical services; software applications; various types of inter-related equipment, specifications and compatibility; establish and maintain effective working relationship with fellow employees, subordinates and patrons of all ages.

Ability to perform general clerical functions quickly and accurately; understand and follow written and oral instructions and work independently in carrying out work assignments; adhere to a prescribed routine; operate various office machines and equipment; establish and maintain effective working relationship with fellow employees and patrons of all ages; communicate effectively verbally and in writing.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical indoor setting with appropriate climate controls. Tasks require variety of physical activities involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing necessary to the performance of most duties. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)